

<p style="text-align: center;">CITY OF BEAVERTON Business Services & Plant Manager</p>
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General Summary

Provide full project management for the development and operation of The Beaverton Round's central power plant and assist the Economic Development Manager in the development and implementation of the City's goals and programs in economic development and redevelopment.

Key Distinguishing Duties

Plan, direct, manage and oversee the activities and operations of power plant, including administration, operations and maintenance; ensure the financial performance of the utility and provide optimal service to the utility's customers; coordinate assigned activities with other departments and outside agencies; and provide highly responsible and complex administrative support to the Office of the Mayor.

Assist the Economic Development Manager in the development and implementation of the City's goal to retain, expand and attract targeted businesses and industries that create quality jobs and share Beaverton's economic vision. Serve as liaison between economic development and the real estate development community. Provide real estate and other economic analysis to conduct acquisition, development and disposition activities.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Assume full management responsibility for all central plant services and activities including administration, engineering, operations and maintenance; recommend and administer policies and procedures.
2. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
3. Plan, direct, and coordinate, through subordinate-level or contract staff, the central plant's work plans, services, policies, procedures and reports. Set performance standards. Assess and monitor work load, administrative and support systems.
4. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
5. Direct heating, cooling and chilled water utility engineering planning, design and construction management programs; set priorities for accomplishment of the facility's capital improvement projects, engineering studies and administrative reports.

6. Review engineering drawings, specifications, construction plans, bid documents, contract documents and related materials for heating, cooling and chilled water utility projects; ensure compliance with professional standards and City specifications.
7. Ensure optimization of plan and distribution systems so that reliability and economic benefits are maximized within the parameters of the energy tariffs, contract specifications, and industry standards.
8. Oversee and participate in the development and administration of the facility budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; monitor State energy loans; approve expenditures and implement budgetary adjustments as appropriate and necessary.
9. Direct implementation of safety and environmental programs, including the continuous development of improvement to operations policies and procedures.
10. Represent the utility and/or the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Position may be required to provide leadership in emergency situations. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
11. Provide staff assistance to the Office of the Mayor and the Economic Development Manager in the development, implementation and administration of the City's economic development and redevelopment effort; participate as a liaison with the local, regional and national development community; provide detailed real estate analysis and negotiate transactions.
12. Participate on a variety of boards, commissions and committees; prepare and present staff reports and other correspondence as necessary.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of power plant management.
14. Respond to and resolve difficult and sensitive customer and/or citizen inquiries and complaints.
15. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment that fosters employees to produce excellent quality results.
16. Perform related duties and responsibility as required.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Produce an acceptable quantity and quality of work that is completed within established timelines.
19. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.

20. Follow standards as outlined in the employee handbook.
21. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Knowledge Required for Entry

- ◆ Advanced knowledge of the federal, state, regional and local codes, ordinances, standards, laws and regulations governing the operations of utility plants.
- ◆ Expert knowledge of strategic planning methods with an emphasis on services related to central plants.
- ◆ Expert knowledge of utilities operations and distribution systems.
- ◆ Ability to plan, supervise and coordinate long-range technical and administrative programs.
- ◆ Advanced knowledge of budget and accounting principles, practices, and procedures as applied in a large organization.
- ◆ Knowledge of principles and practices of public relations.
- ◆ Expert knowledge of principles and practices of economic development and redevelopment.
- ◆ Advanced knowledge of federal, state, regional and local codes, ordinances, standards, laws and regulations governing economic development, redevelopment and housing programs.
- ◆ Expert knowledge of professional ethics relating to economic development and redevelopment programs.
- ◆ Expert knowledge of commercial and industrial real estate and mortgage lending.
- ◆ Expert knowledge in real estate analysis and economics.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to economic development, redevelopment, and housing programs.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.
- ◆ Ability to address civic organizations or other public or private groups on subjects relative to economic development and utility operations.

Skills/Abilities Required for Entry

- ◆ Expert ability to conduct complex research, impact analysis and interpretations in the areas of utility operations and real estate development.
- ◆ Expert ability to successfully manage and budget for utility operations.
- ◆ Advanced ability to successfully write and administer contracts and develop funding sources.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Expert ability to communicate effectively, both orally and in writing, with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations to these groups and to develop reports that may include technical information.
- ◆ Strong ability to use word processing and spreadsheet programs and other software applications as required for the position.
- ◆ Expert ability to conduct highly complex technical research, impact analysis and interpretations in the areas of urban growth/redevelopment and economic development strategies.

- ◆ Advanced skill in conceptual analysis and policy/program development, implementation and administration in the areas of economic development and redevelopment.
- ◆ Ability to identify and respond to sensitive community and organizational issues, concerns and needs.
- ◆ Establish and maintain effective relationships with those contacted in the course of work.

Minimum Qualifications Required for Entry

Bachelor's degree in economics, finance, urban planning or business/public administration, or related field, and eight years progressively responsible experience, including two years in a supervisory or management role, in (1) utilities systems development and management and (2) economic development. Experience should include urban planning and/or housing programs, commercial and industrial real estate and mortgage lending, or an equivalent combination of education and experience enabling the incumbent to perform all the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

Classification History

Created: August 2005
Revised: 1/1/09

Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date